



Proctoring Guidelines for other Locations & Releasing Test Results

This document outlines the required procedures for test sites that are proctoring a student on behalf of another site for The National Pathway exam or if the need arises for any other competency exams. It is essential that we maintain a clear audit trail and consistent processes across all sites to ensure the security of student data.

Please understand that each test site location is considered an individual entity. Candidate information and test results cannot be shared between sites without proper authorization and documentation.

The process for handling proctoring arrangements is as follows:

Scenario 1: Student is trained at Site A, proctored at Site B

- **Site A (Training & Scheduling Site):** Site A is responsible for scheduling the student's exam and verifying all necessary documentation for testing.
- **Site B (Proctoring Site):** Site B's sole responsibility is to proctor the exam and verify the student's identity before testing. Site B should not handle any documentation or certificates. The "Authorization to Release Test Results" form is only required if Site B stores a copy of any records related to the student's results. If no records are kept, the form is not needed.
- **Result Sharing:** If the Student plans to share the results directly with Site A for signatures/providing a copy to their instructor, no form is required. Site B can provide the result to the student, but Site B cannot transmit or sign the result. Since Site A scheduled the student, they will have direct access to the result for their retention records, to provide to the student to share with their instructor, and to sign if needed.



Required Notification

Prior to a site being contacted about proctoring, the site that trained/scheduled the student needs to ensure that it is within the guidelines. Therefore, we require an email to be sent to cttc@careertech.ok.gov. This email must contain the following information:

- The reason for the student testing at a site that is not their origination site.
- The location and individual you would like to proctor the student.
 - CareerTech Testing Center must ensure the person who is being asked to proctor is designated and cleared to proctor. We will make sure the person has completed their liaison designation for the current Fiscal Year or that the person has been designated a proctor for the current fiscal year by the designated liaison.
- Once this is verified, we ask to be CC'd on the email sent to the proctor from Site A (training site) that includes:
 - Confirmation of the proctoring arrangement and who is proctoring the candidate.
 - The name(s) of the candidate(s) involved.

This notification will allow us to assist with any issues, such as resetting a student's exam if needed on behalf of the training site.

Data Security and Audit Trail

To maintain a secure audit trail and protect sensitive Personally Identifiable Information (PII), we must track everyone who has access to a student's results. If you need to obtain a result for a student tested at your site, please remember you can access results for the current Fiscal Year. If you need older results, you can request them using the [Test Results Request Form](#) linked here. If another tech center needs the student's results, the student can complete the [Authorization to Release Test Results – OCT form linked here](#). If the student completes the form in front of the Liaison, then it does not need to be notarized.